



# EMPLOYMENT OPPORTUNITY

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Human Resources Division  
#1 Gary K. Anderson Plaza, Decatur, IL 62523  
Phone: (217) 424-2805 • [www.decaturil.gov](http://www.decaturil.gov)  
*An Equal Opportunity Employer*

**06/30/16**

The Civil Service Commission of the City of Decatur will conduct an examination and establish an eligible register for the following classification:

## **FLEET MECHANIC**

Hourly Pay: \$21.15 with a growth potential to \$26.15,  
in accordance with collective bargaining agreement pay plan

Applications are available on our website at [www.decaturil.gov](http://www.decaturil.gov) or at the Human Resources Division, Department of Management Services, Second Floor, Decatur Civic Center, #1 Gary K. Anderson Plaza, Decatur, Illinois 62523. Completed applications **must be received in the Human Resources office by 5:00 p.m., Thursday, July 14, 2016.**

Persons passing all phases of the selection process will be placed on a Civil Service eligible register which will be used for a period of two years or until exhausted. Selection of candidates will be made according to the Civil Service law for cities, as modified by the City Code of the City of Decatur, Illinois.

## **NATURE OF WORK**

Fleet Mechanics are assigned the responsibility of repair and maintenance of City vehicles and equipment. This is skilled work in vehicle and equipment maintenance and repair. Duties include mechanical trades work involving welding and occasionally fabricating parts.

## **EXAMINATION PROCESS**

The examination process will consist of the components listed below. The combination of the written examination and oral interview will constitute 100% of the final examination score.

- 1) Written Examination: All applicants must take the written examination. Applicants are required to score at least 70.00% on the written examination.
- 2) Oral Interview: Applicants passing the written test will be invited for an oral interview.
- 3) Eligible veterans may receive 5 veteran preference points added to their final examination score.

## **DESIRED TRAINING AND EXPERIENCE**

Graduation from high school or vocational school, supplemented by an approved apprenticeship or training in vehicle and equipment repair work; or any equivalent combination of training and experience.

### **NECESSARY SPECIAL QUALIFICATIONS**

Must provide own hand tools for mechanical work (i.e., SAE and metric). It is strongly preferred that candidates possess at minimum a valid Class "D" driver's license as issued by the State of Illinois.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

1. Knowledge of the operating principles and maintenance standards of gasoline and diesel engines.
2. Some knowledge of the various types of welding (arc, acetylene, torch, Metal Inert Gas (MIG), Tungsten Inert Gas (TIG).
3. Ability to diagnose, repair and maintain City vehicles and equipment.
4. Ability to understand and follow oral and written instructions and vehicle and equipment repair manuals.
5. Ability to work independently under limited supervision.
6. Skill in the use and care of manual mechanical and power tools, welders, vehicle maintenance and diagnostic equipment.
7. Knowledge of the practices, work methods, tools and equipment used in vehicle and equipment mechanic trade work.

### **EXAMPLES OF WORK (typical work examples, but not limited to the following):**

1. Performs diagnostic, maintenance and general repair work on City vehicles and equipment.
2. Inspects, repairs, adjusts and replaces necessary units and parts on City vehicles and equipment.
3. Orders parts when required.
4. Salvages parts when possible.
5. Prepares and maintains standard repair and maintenance work reports.
6. Performs preventive maintenance work on City vehicles and equipment.
7. Performs related work and other duties as required.

### **RESIDENCY**

Employees must establish residency within the corporate limits of Macon County or within fifteen (15) miles of the corporate limits of the City of Decatur, within 90 days following the completion of their 6-month probationary period.

## **BENEFITS**

<b><u>SICK LEAVE:</u></b>	1 day per month granted, accumulative to 240 days	
<b><u>VACATION:</u></b>	2 weeks after 1 year of service; 3 weeks after 7 years of service; 4 weeks after 14 years of service.	
<b><u>HOLIDAYS:</u></b>	New Year's Day Martin Luther King's Birthday Presidents' Day Good Friday Memorial Day Independence Day	Labor Day Veterans Day Thanksgiving Day Day after Thanksgiving Christmas Day Two Unscheduled Holidays
<b><u>PENSION:</u></b>	The City of Decatur contributes to the Illinois Municipal Retirement Fund. Employees also contribute at the rate of 4.5% of gross pay. Employee contributions are refundable if employment ends before retirement.	
<b><u>OTHER:</u></b>	The City offers a three-tier Preferred Provider Option (PPO) health insurance program for employees and their dependents. Employees contribute toward the monthly premium for single coverage and/or family coverage through payroll deduction. The City provides a \$20,000 life insurance policy at no cost to the employee. Dependent coverage is offered. Employees may purchase additional term life insurance sponsored by IMRF. Employees may participate in a voluntary group dental and vision insurance plan. Deferred compensation is also available.	
<b><u>APPLY:</u></b>	Visit our website at <a href="http://www.decaturil.gov">www.decaturil.gov</a> or in person at <b>City of Decatur</b> <b>Human Resources Division</b> <b>#1 Gary K. Anderson Plaza</b> <b>Decatur, Illinois 62523</b> <b>Phone: 217/424-2805</b>	

AA/EOE